

EVALUATION COMMITTEE CONSENSUS MEMORANDUM



MEMORANDUM

To: Mike Thornton, Purchasing Manager

From: Leonardo Treggi, Airport Manager
/Evaluation Panel Chairman

Thru: Terry Pollard, Senior Buyer

Date: May 12, 2014

Subject: Evaluation of Request for Proposals
RFQ 140133 - Airport Projects
Continuing Services - Planning & Engineering

Request for Proposals No. 140133

The intention of this solicitation was to establish an agreement with the best qualified firm to provide Airport Projects - Planning & Engineering Continuing Services to the City.

Qualification Response Packages were submitted by the 4 prospective firms identified below were received and evaluated by the City's Technical Evaluation Committee.

American Infrastructure Development, Inc. (AID)
Avcon, Inc. (Avcon)
C & S Engineers, Inc. (C & S)
Hoyle Tanner & Associates, Inc. (Hoyle)

On May 7, 2014, the Evaluation Panel completed their evaluation of the qualification packages submitted by the prospective firms. A Consensus Meeting was conducted May 8, 2014, with final Scores and Rankings reflected in the following table.

Summary of Scores and Rankings

Firm	Evaluator Scores			Total Points	Evaluator Ranking			Total Ordinal Score	Final Ranking
	1	2	3		1	2	3		
AID	330.8	440.0	306.5	1077	2	2	2	6	2
Avcon	384.0	495.0	358.3	1237	1	1	1	3	1
C&S	288.3	347.5	250.3	886	4	4	4	12	4
Hoyle	319.0	427.5	273.8	1020	3	3	3	9	3

Based on the qualifications of the firms as reflected by the scores and rankings in the table, the Evaluation Committee confirms the firms rank as follows.

1. Avcon, Inc.
2. American Infrastructure Development, Inc.
3. Hoyle Tanner & Associates, Inc.
4. C & S Engineers, Inc.

The Evaluation Committee recommends the Purchasing Division initiate negotiations with Avcon, Inc. regarding a final fee schedule for Airport Projects - Planning & Engineering Continuing Services at the Leesburg International Airport in accordance with applicable Statutes.